

August 31, 2004

MEMORANDUM FOR: Distribution

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: FY 2004 Financial Statement
Information Requirements Schedule

Attached is a schedule with due dates of required information that the Finance Office needs to receive to prepare NOAA's Fiscal Year (FY 2004) financial statements. Although many of the data requirements have been requested by KPMG on the "Provide by the Client (PBC) Control Sheet", the Finance Office also needs this information by the date requested on the requirements schedule in order to prepare the Fiscal Year financial statements.

It is imperative that NOAA submits its draft FY 2004 financial statements to the Department of Commerce (DOC) by October 11, 2004. This is one week sooner than last fiscal year. Therefore, it is critical that the attached tasks are completed on time to meet that date. Due to departmental deadlines, time extensions cannot be granted. Additionally, a checklist is attached to ensure that financial information forwarded back to the Finance Office is fairly stated and meets or complies with applicable management assertions. I recommend that you continue to use the checklist, prior to submitting information to the Finance Office.

All capitalized property received and accepted during the fiscal year must be reported to the Property Office in the ASC where the procurement was executed. Sufficient documentation to identify the asset for accountability must be provided within 10 days of acceptance. Documentation to support the valuation of the asset must be provided within 10 days of the item being placed into service. Nevertheless, the cutoff date for submitting ALL of the above documentation is September 10, 2004, for any property to be placed into service prior to September 30, 2004. Where complete documentation is not available, estimates must be submitted by this deadline.

Please refer to the Personal Property web site for documentation requirements. (<http://www.pps.noaa.gov>).

As you comply with our request for FY 2004 financial statement information, we ask that you continue evaluate and review your procedures to identify ways to improve efficiencies in compiling the information. In FY 2005, unaudited financial statements will continue to be due quarterly and must be submitted to DOC no later than 12 days after the end of the reporting period.

Please provide your responses back to the Finance Office no later than the assigned due dates. For audit purposes, it is necessary that we receive either a positive or negative consolidated reply from each NOAA Line/Staff Office. Responses may be sent as follows:

By Mail: NOAA Finance Office
ATTN: Nancy Gates
CXX1 Building, Room 3125
20020 Century Blvd.
Germantown, MD 20874

By Fax: (301) 427-2040
ATTN: Nancy Gates

By E-Mail: Nancy.M.Gates@noaa.gov

Your assistance and cooperation are greatly appreciated as we strive to maintain an unqualified audit opinion for the Department of Commerce. If you or your staff have any questions, or if you would like to receive a copy of your FY 2003 submission to the Finance Office as a guide, please call Chuck Kilgore on (301)444-2101 or Nancy Gates on (301)444-2185.

Attachments

Distribution:

Chief Financial Officers/
Management & Budget Chiefs
ASC Financial Management
Division Chiefs
DOC - Lisa Casias
DOC - Tanya Smith
CPC - CDR Gary Bulmer
CCx2 - Anthony Harrison
E/BP - Joan Bolton
F/CS2 - Mike Grable
GCNW - Bernard Cody
GCEL - Michele Kuruc
GCEL - Susan S. Beresford
N/ORM - Charles Ehler

OFA - Maureen Wylie
OFA21 - Chuck Kilgore
OFA3 - Steven Gallagher
OFA31 - Everett Whiteley
OFA33 - Jim LeDuc
OFA34 - Sandra R. Walters
OFA41 - Barbara B. Boyd
OFA53 - Tony Fleming
OFA531 - Gina Ziegenbein
OFA531 - Vickie Bethea
OFA532 - Debra A. Pickerign
OFA532 - Brian Mason
OFA541 - Thanh M. Trinh
OFA551 - Gene C. Rodgers

N/ORM - Ruth Best
OCIO - Jaye Yoder
USEC - Shirley Battaglini
W/CFO2 - Roxanne Stasulli
W/CFO2 - Herb Callands
W/CFO2 - Lynne Baronoff
W/OPS16 - Timothy Batliner
BIS - Gay Shrum
BIS - Ed Ryan

OFA552 - Roy Eckert
OFA62 - Michael Nelson